

*Adm - 12.6*

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10 October 1968

MEMORANDUM FOR: RMO/OCS  
RMO/OEL  
RMO/OSA  
RMO/OSP  
RMO/ORD  
RMO/OSI  
RMO/FMSAC  
ARO/DD/S&T

SUBJECT : Retention Plan for Permanent Records

1. The Records Administrative Branch is currently surveying the missions and functions of all the components in the Agency by Directorate. The purpose of this is to establish a retention plan for all permanent records in the Agency.

2. Presently, a draft plan for the Directorate of Science and Technology is in my possession for review. Each of us has been asked to participate in the review so that a final edition may be completed soonest.

25X1A 3. In order to understand what is expected, a meeting will be held on 18 October, at 1300, in Room 6-F-21, Headquarters. Mr. [REDACTED] Records Administrative Branch, will conduct this meeting. Your attendance at this meeting is essential if this retention plan is to be successful. Please contact me on extension [REDACTED] if additional information is 25X1A needed.

25X1A

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[REDACTED]  
Records Management Officer  
Directorate of Science and Technology